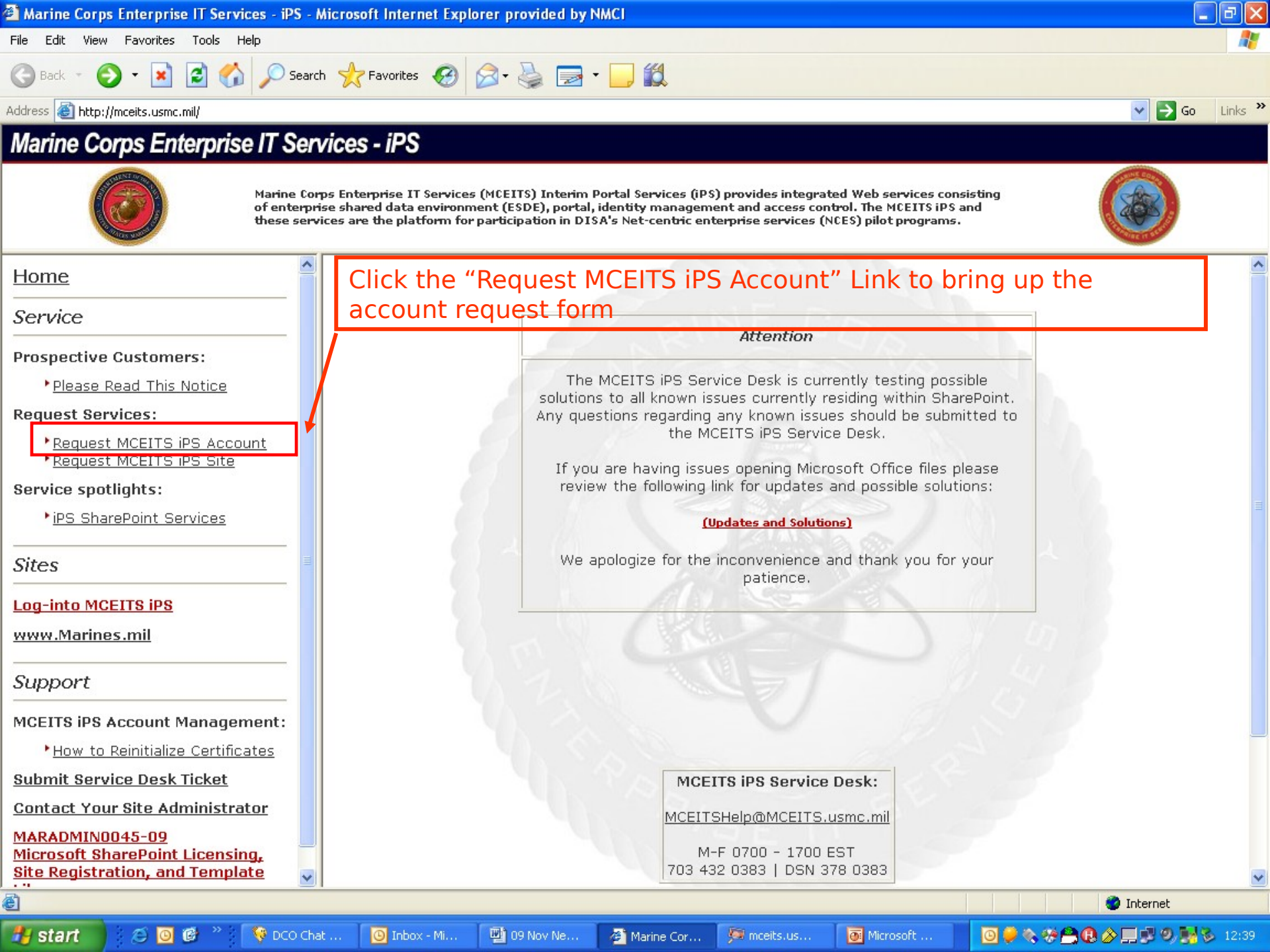
MOBCOM SharePoint Account Request Instructions

- MCEITS must create your MOBCOM SharePoint Account
- Ensure your CAC Reader is installed and your CAC is inserted before proceeding.
- Go to: http://mceits.usmc.mil in your Internet Explorer browser.
- Click on the: Request MCEITS iPS Account in the left side navigation panel under “Request Services”
- This brings up the Request Form shown on subsequent pages.

Updated: 14Dec09


Marine Corps Enterprise IT Services - iPS - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address http://mceits.usmc.mil/
Go Links
Marine Corps Enterprise IT Services - iPS
Marine Corps Enterprise IT Services (MCEITS) Interim Portal Services (iPS) provides integrated Web services consisting of enterprise shared data environment (ESDE), portal, identity management and access control. The MCEITS iPS and these services are the platform for participation in DISA's Net-centric enterprise services (NCES) pilot programs.
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How to Reinitialize Certificates
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Contact Your Site Administrator
MARADMIN0045-09 Microsoft SharePoint Licensing, Site Registration, and Template
Click the "Request MCEITS iPS Account" Link to bring up the account request form
Attention
The MCEITS iPS Service Desk is currently testing possible solutions to all known issues currently residing within SharePoint. Any questions regarding any known issues should be submitted to the MCEITS iPS Service Desk.
If you are having issues opening Microsoft Office files please review the following link for updates and possible solutions:
(Updates and Solutions)
We apologize for the inconvenience and thank you for your patience.
MCEITS iPS Service Desk:
MCEITSHelp@MCEITS.usmc.mil
M-F 0700 - 1700 EST
703 432 0383 | DSN 378 0383
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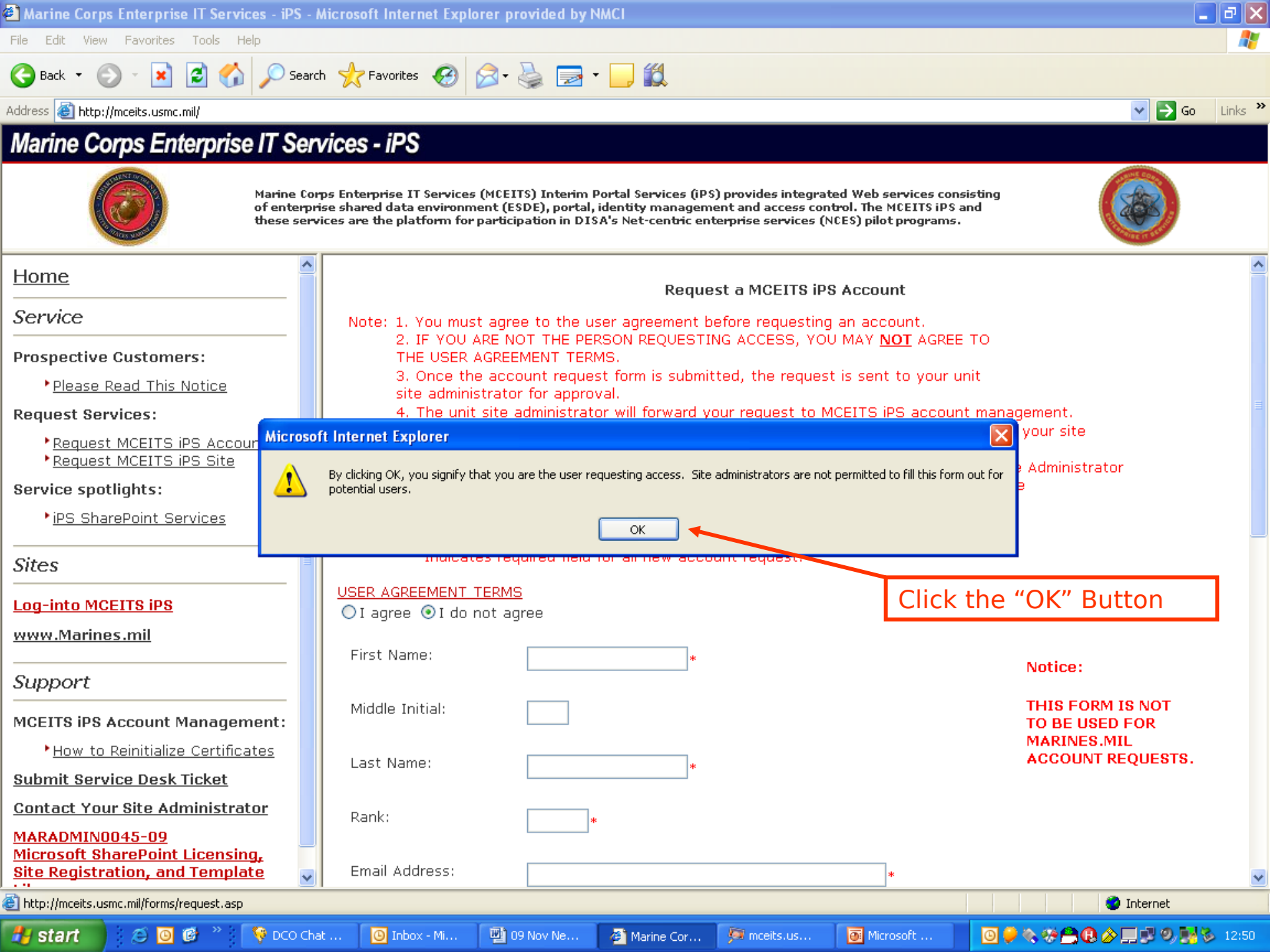
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Request a MCEITS iPS Account
Note: 1. You must agree to the user agreement before requesting an account.
2. IF YOU ARE NOT THE PERSON REQUESTING ACCESS, YOU MAY NOT AGREE TO THE USER AGREEMENT TERMS.
3. Once the account request form is submitted, the request is sent to your unit site administrator for approval.
4. The unit site administrator will forward your request to MCEITS iPS account management.
your site
Administrator
Microsoft Internet Explorer
By clicking OK, you signify that you are the user requesting access. Site administrators are not permitted to fill this form out for potential users.
OK
Click the "OK" Button
USER AGREEMENT TERMS
I agree I do not agree
First Name:
Middle Initial:
Last Name:
Rank:
Email Address:
Notice:
THIS FORM IS NOT TO BE USED FOR MARINES.MIL ACCOUNT REQUESTS.
http://mceits.usmc.mil/forms/request.asp
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Marine Corps Enterprise IT Services - iPS - Microsoft Internet Explorer provided by NMCI

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Address http://mceits.usmc.mil/ Go Links

Marine Corps Enterprise IT Services - iPS

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- Request MCEITS iPS Site

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www.Marines.mil

Support

MCEITS iPS Account Management:

- How to Reinitialize Certificates

Submit Service Desk Ticket

Contact Your Site Administrator

MARADMIN0045-09 Microsoft SharePoint Licensing, Site Registration, and Template

Request a MCEITS iPS Account

Note: 1. You must agree to the user agreement before requesting an account.
2. IF YOU ARE NOT THE PERSON REQUESTING ACCESS, YOU MAY NOT AGREE TO THE USER AGREEMENT TERMS.
3. Once the account request form is submitted, the request is sent to your unit site administrator for approval.
4. The unit site administrator will forward your request to MCEITS iPS account management.
5. No accounts can be created until MCEITS iPS managment is given the approval of your site administrator.
6. If you do not receive a username and password within 48 hours, contact your Site Administrator to find out the status of the approval for your new account. You can locate your site administrator's contact information on the TO: line of the email you received after submitting the new user account request form.

* - Indicates required field for all new account request.

USER AGREEMENT TERMS

(•) I agree ( ) I do not agree

Follow the Account Instructions and Click "I Agree" radio button

First Name: *

Middle Initial:

Last Name: *

Rank: *

Email Address: *

Use your ".mil" email address

Notice:

THIS FORM IS NOT TO BE USED FOR MARINES.MIL ACCOUNT REQUESTS.

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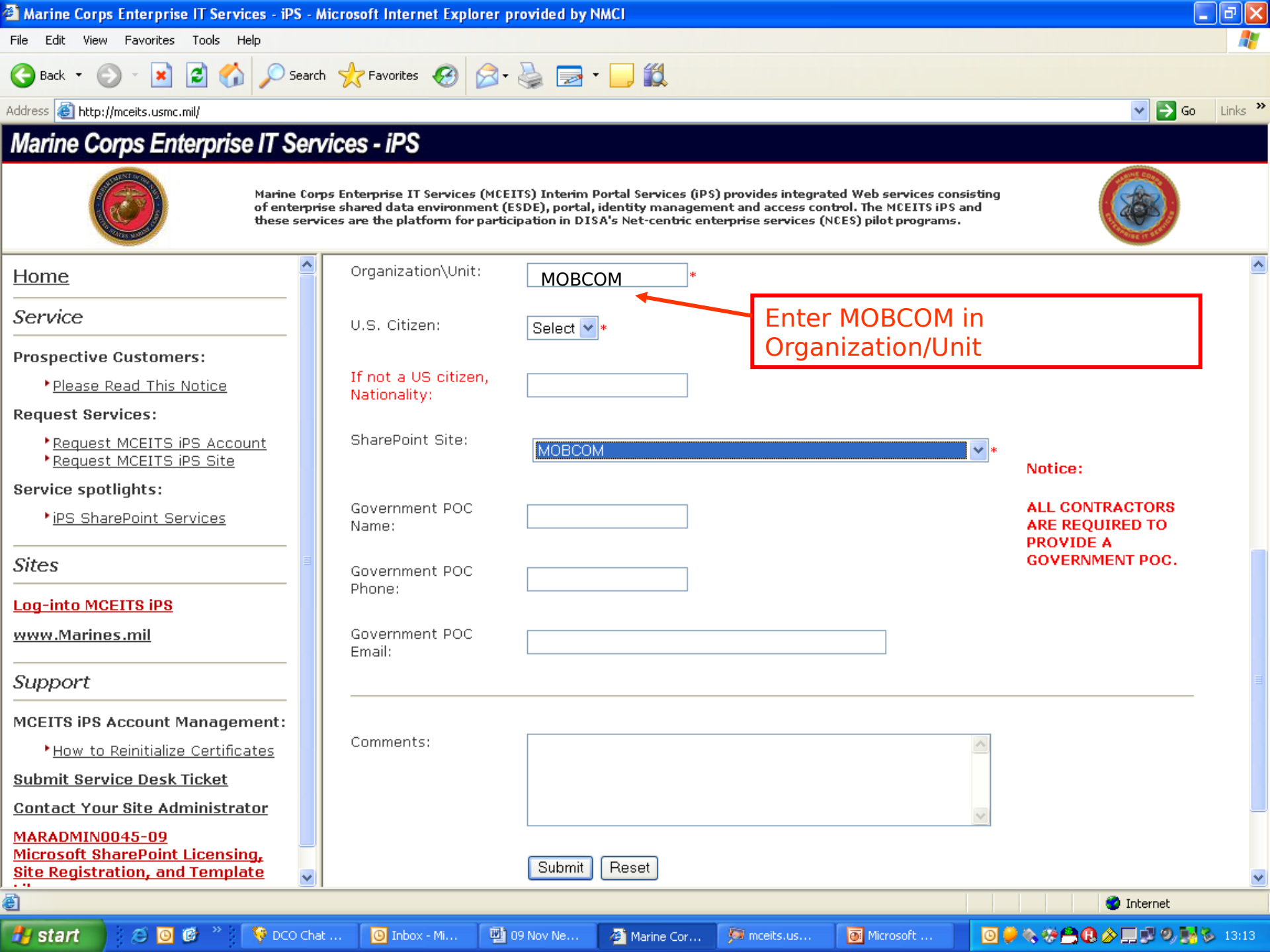
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Organization\Unit: MOBCOM *
U.S. Citizen: Select *
If not a US citizen, Nationality:
SharePoint Site: MOBCOM *
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Notice:
ALL CONTRACTORS ARE REQUIRED TO PROVIDE A GOVERNMENT POC.
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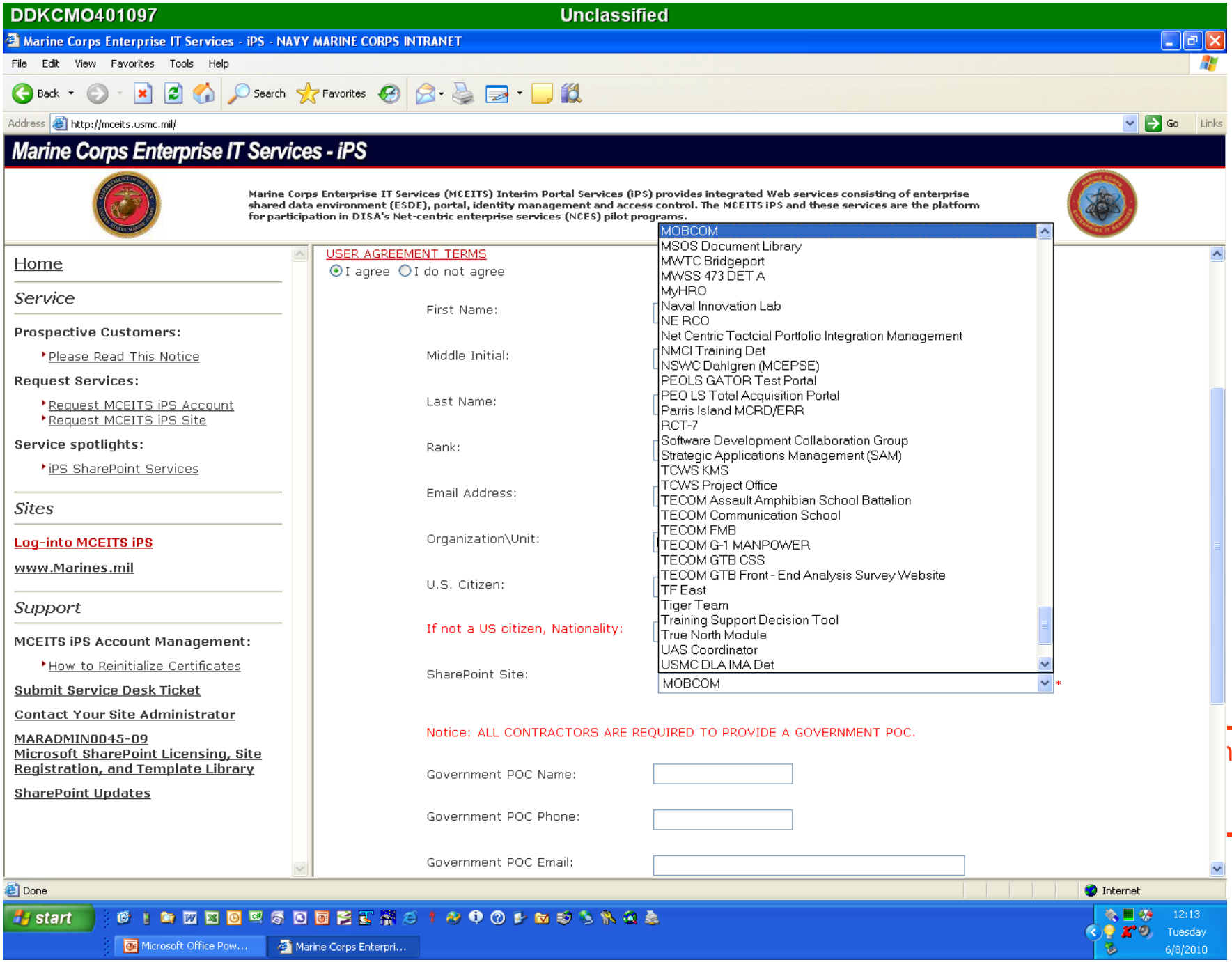
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SharePoint Updates
USER AGREEMENT TERMS
I agree I do not agree
First Name:
Middle Initial:
Last Name:
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U.S. Citizen:
If not a US citizen, Nationality:
SharePoint Site:
MOBCOM
MOBCOM
MSOS Document Library
MWTC Bridgeport
MWSS 473 DET A
MyHRO
Naval Innovation Lab
NE RCO
Net Centric Tactcial Portfolio Integration Management
NMCI Training Det
NSWC Dahlgren (MCEPSE)
PEOLS GATOR Test Portal
PEO LS Total Acquisition Portal
Parris Island MCRD/ERR
RCT-7
Software Development Collaboration Group
Strategic Applications Management (SAM)
TCWS KMS
TCWS Project Office
TECOM Assault Amphibian School Battalion
TECOM Communication School
TECOM FMB
TECOM G-1 MANPOWER
TECOM GTB CSS
TECOM GTB Front - End Analysis Survey Website
TF East
Tiger Team
Training Support Decision Tool
True North Module
UAS Coordinator
USMC DLA IMA Det
Notice: ALL CONTRACTORS ARE REQUIRED TO PROVIDE A GOVERNMENT POC.
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Government POC Phone:
Government POC Email:
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Marine Corps Enterpri...
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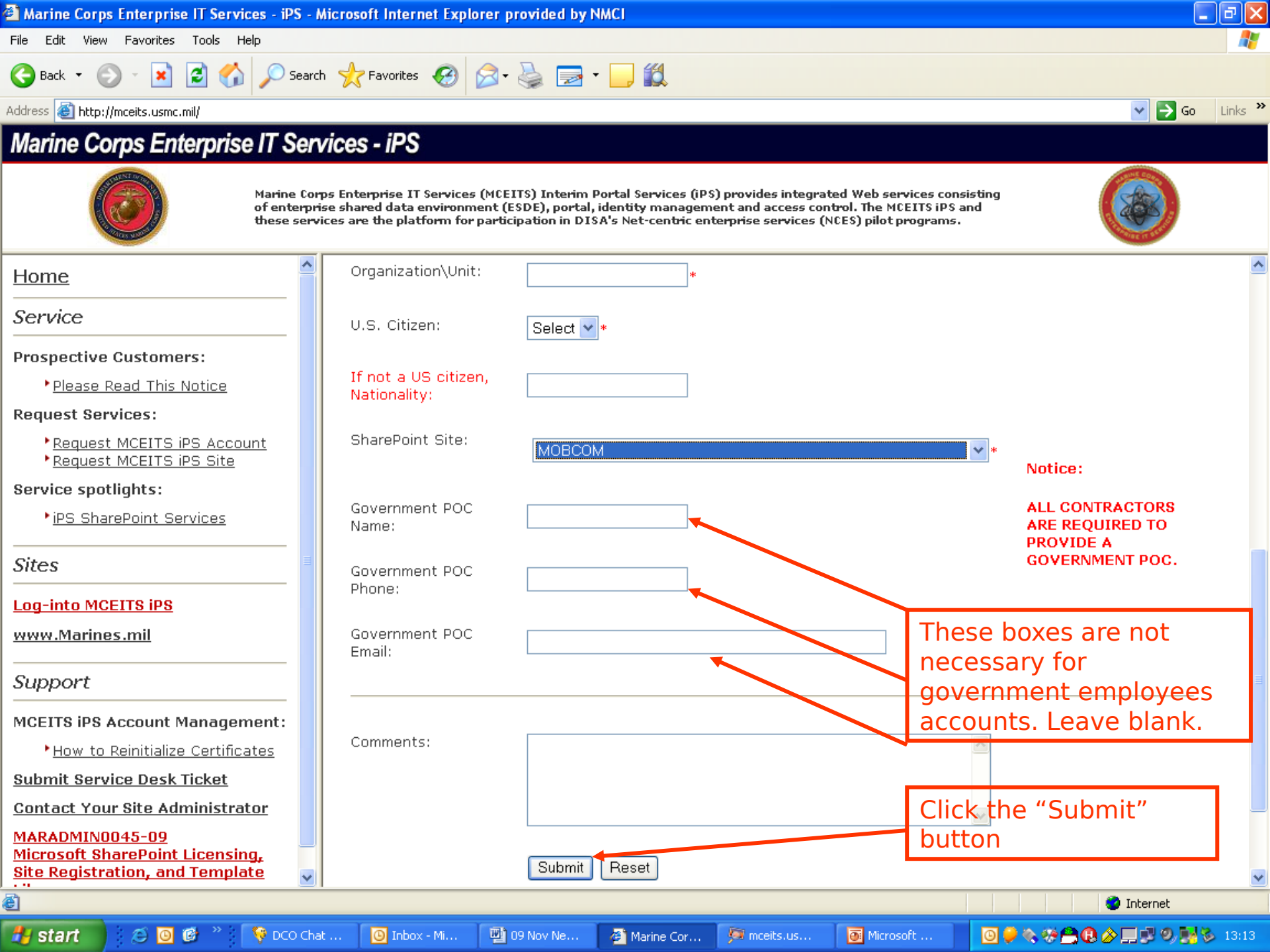
Tuesday
6/8/2010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MARADMIN0045-09 Microsoft SharePoint Licensing, Site Registration, and Template
Organization\Unit:
U.S. Citizen:
Select
If not a US citizen, Nationality:
SharePoint Site:
MOBCOM
Notice:
ALL CONTRACTORS ARE REQUIRED TO PROVIDE A GOVERNMENT POC.
Government POC Name:
Government POC Phone:
Government POC Email:
These boxes are not necessary for government employees accounts. Leave blank.
Comments:
Click the "Submit" button
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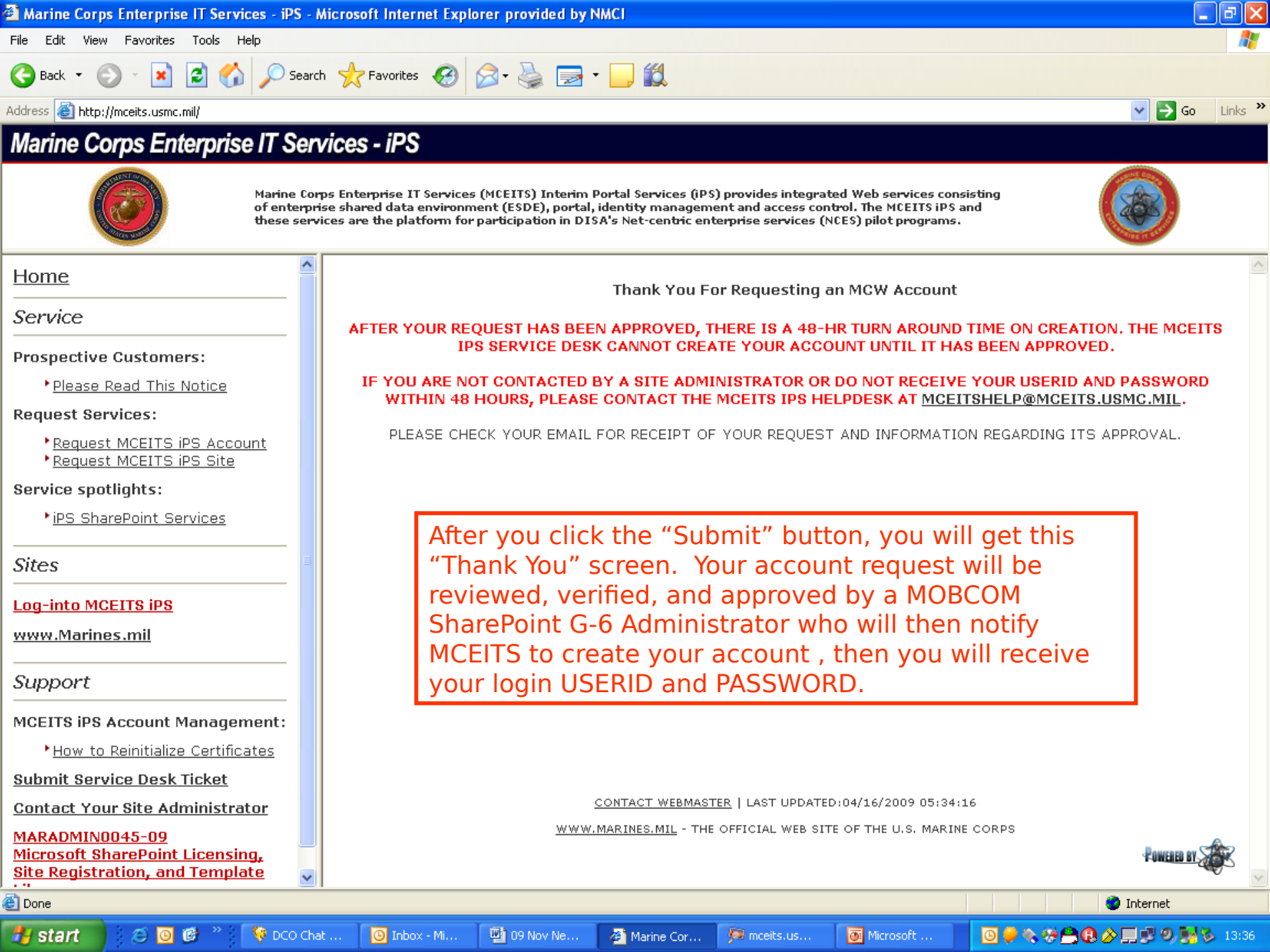
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MARADMIN0045-09 Microsoft SharePoint Licensing, Site Registration, and Template
Thank You For Requesting an MCW Account
AFTER YOUR REQUEST HAS BEEN APPROVED, THERE IS A 48-HR TURN AROUND TIME ON CREATION. THE MCEITS IPS SERVICE DESK CANNOT CREATE YOUR ACCOUNT UNTIL IT HAS BEEN APPROVED.
IF YOU ARE NOT CONTACTED BY A SITE ADMINISTRATOR OR DO NOT RECEIVE YOUR USERID AND PASSWORD WITHIN 48 HOURS, PLEASE CONTACT THE MCEITS IPS HELPDESK AT MCEITSHELP@MCEITS.USMC.MIL.
PLEASE CHECK YOUR EMAIL FOR RECEIPT OF YOUR REQUEST AND INFORMATION REGARDING ITS APPROVAL.
After you click the "Submit" button, you will get this "Thank You" screen. Your account request will be reviewed, verified, and approved by a MOBCOM SharePoint G-6 Administrator who will then notify MCEITS to create your account , then you will receive your login USERID and PASSWORD.
CONTACT WEBMASTER | LAST UPDATED:04/16/2009 05:34:16
WWW.MARINES.MIL - THE OFFICIAL WEB SITE OF THE U.S. MARINE CORPS
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The following slide is an example of the email you will receive (within 48hrs) from MCEITS SharePoint Services:

YOU MUST FOLLOW THESE DIRECTIONS TO COMPLETE YOUR ACCOUNT YOU MUST FOLLOW THESE DIRECTIONS TO COMPLETE YOUR ACCOUNT CREATION!

From: MCEITS Help [MCEITSHelp@mceits.usmc.mil] Sent:
To: Your Name
Cc: MOBCOM.G6.Helpdesk
Subject: MCEITS iPS SharePoint

You have been granted access to MCEITS SharePoint Services by gary.l.young1@usmc.mil for MOBCOM

Please follow the instructions below and reply to this email with the 10 digit EDIPI number from your CAC-card certificate.

1. Open up an Internet Explorer browser

2. Click on Tools-->Internet Options-->Content tab-->Certificates

3. When the Certificates window opens up, double click on one of the certificates issued by DOD Email CA-XX

4. This will bring up your certificate information

5. In the center of the screen you will see ISSUED TO with your name listed

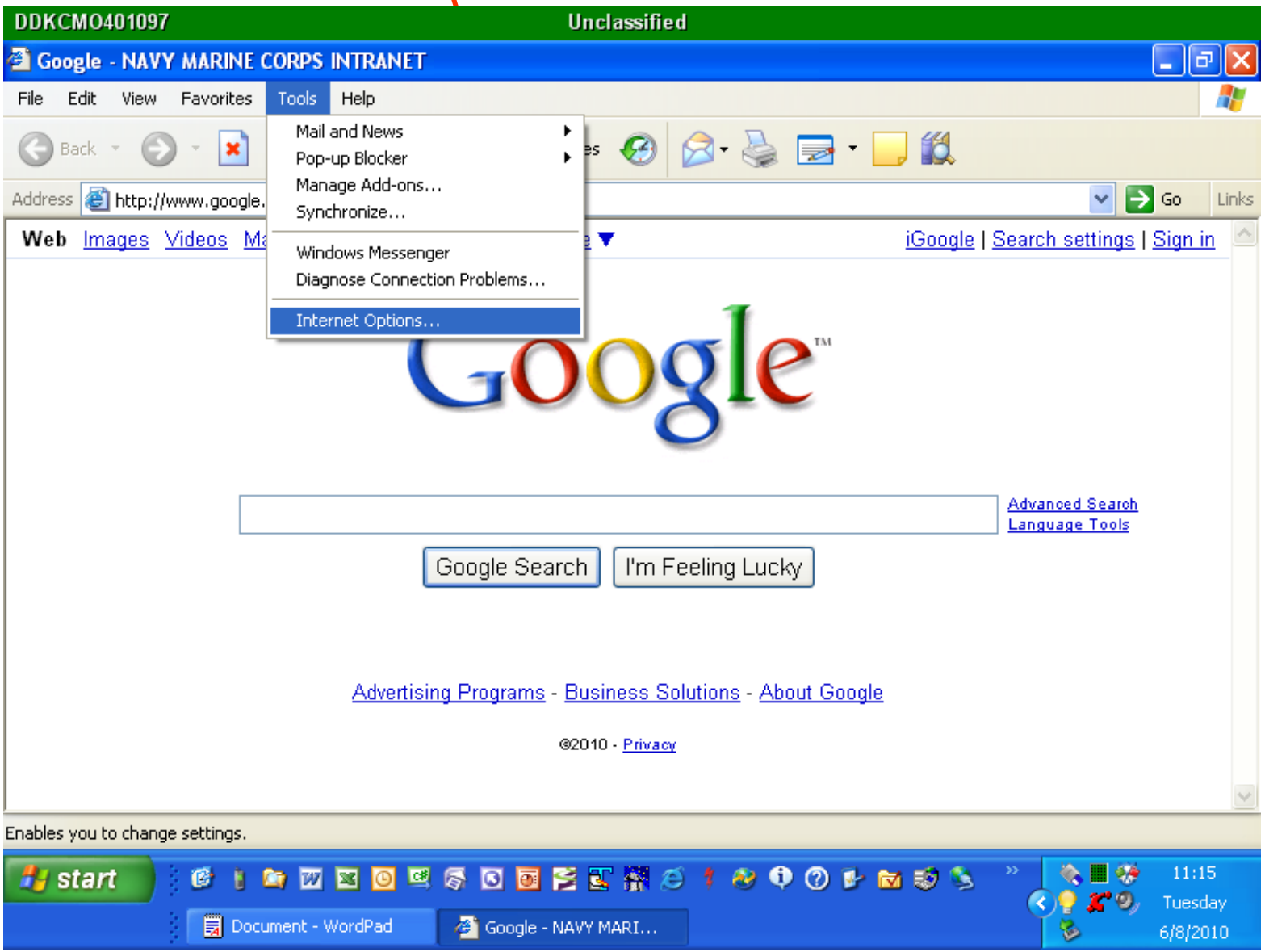
6. There is a 10 digit number immediately after your name known as the EDIPI#

7. Capture the number and reply to this email WITH your EDIPI number and the Service Desk will cac-enable your account and send you a confirmation email once completed

Contact your primary site administrator or the MCEITS Service Desk if you have any questions.

V\R,
MCEITS iPS Service Desk| Support Hours: 07:00 -17:00 EST|PHONE:703 432 0383|EMAIL:MCEITSHELP@MCEITS.USMC.MIL

1. Open up an Internet Explorer browser
2. Click on Tools-->Internet Options



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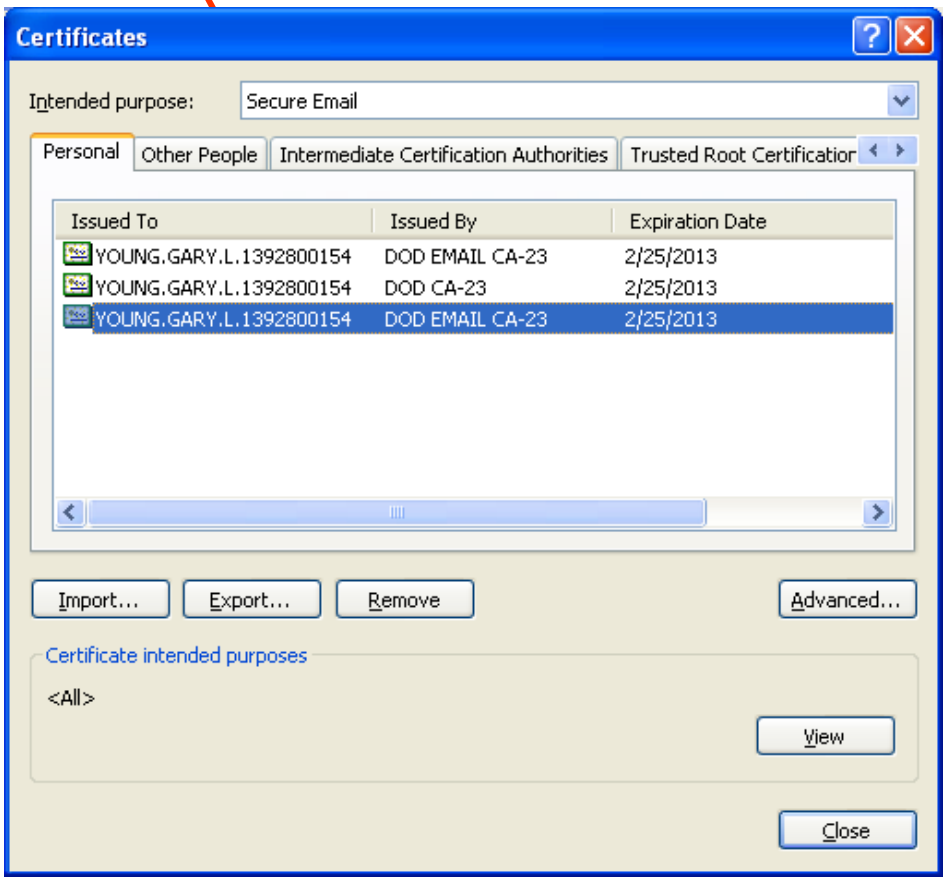

4. This will bring up your certificate information
5. In the center of the screen you will see ISSUED TO with your name listed
6. There is a 10 digit number immediately after your name known as the EDIPI#

Note: On the Details tab of the certificate window. Select “Subject” and you can select and copy the “CN=“ value from the bottom text box, which contains your name and EDIPI#